



**FMSO MECHANICSBURG PA**  
**HUMAN RESOURCE SERVICE CENTER - NORTHEAST**  
**\* V A C A N C Y   A N N O U N C E M E N T \***

<b>POSITION:</b> INFORMATION TECHNOLOGY SPEC (INTERNET), GS-2210-12	<b>ANNOUNCEMENT:</b> MEC-01-0226
<b>LOCATION:</b> Technical Support Department, Corporate Infrastructure Division 941, FMSO Mechanicsburg, PA	<b>OPENING DATE:</b> <b>28 NOVEMBER 2001</b>
<b>SALARY:</b>	<b>CLOSING DATE:</b> <b>12 DECEMBER 2001</b>
<b>AREA OF CONSIDERATION: FMSO ONLY</b>	
<b>WHO MAY APPLY:</b> Career or career-conditional employees <u><i>within the area of consideration</i></u> who meet all requirements for this position as of the announcement's closing date.	

**INQUIRIES:** Katherine Gabriele, HRSC-NE, (215) 408-5202 or DSN 243-5202

**TYPE OF APPOINTMENT:** Temporary NTE 5 years. May be made permanent without further competition pending clearance of the Priority Placement Program.

**DUTIES OF THE POSITION:** The incumbent of this position works in the Corporate Infrastructure Division (Code 941), Technical Support Department of the Navy Fleet Material Support Office (FMSO). The 941 Division operates the corporate Email and Help Desk, as well as providing Internet and Information Security (INFOSEC) support. The incumbent is primarily responsible for ensuring that technical planning, design, and operation of websites reflects the appropriate security requirements and complies with all applicable DOD and Navy policy.

The incumbent performs a wide range of complex duties associated with technical planning, design, and management of Internet, intranet, and extranet Web sites. All taskings must be executed in full compliance with applicable Software Process Improvement (SPI) procedures.

The incumbent ensures the rigorous application of information security/information assurance policies, principles and practices. Determines overall Web site technical design and structure; providing technical advice to Internet content providers to provide guidance in determining the most appropriate methods for delivering information via the Internet. Reviews, tests and integrating the Web activities. Troubleshoots and resolves technical problems. Collects and analyzes Web statistics applications.

This position requires the application of technical knowledge of Internet technology and may be referred to as Assistant Webmaster, Assistant Web manager, Assistant Web site administrator, Assistant Web operations specialist, Assistant Internet specialist, or Assistant Internet architect.

The incumbent must have knowledge of available Internet technologies, services architecture, to provide guidance in determining the most appropriate methods for delivering information via the Internet. Knowledge of Internet security principles and protocols. Knowledge of usability concepts, such as navigational aids, site architecture, knowledge management, and information rendering, to design Internet services that optimize customer experiences. Knowledge of Web-based application technologies to create Web pages. Knowledge of Federal and DOD/Navy environment, including general knowledge of hardware, software, and applicable Federal and

DOD/Navy policies on Web usage and content, sufficient to plan, develop, coordinate, and implement these policies. Knowledge of Software Process Improvement (SPI) procedures and requirements. Skill in troubleshooting to provide advisory, planning, and evaluation services.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-11. **Specialized experience** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above. General experience is experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

**TIME IN GRADE:** Applicants must have served 52 weeks as a GS-11 or higher in the Federal Civilian Service.

**NOTES:** Work may require travel away from the normal duty station as much as 50 percent of the time or at the request of the supervisor.

Call back or emergency overtime as well as regular overtime may be required. Availability via cellular phone and/or pager may be required for after hours help calls.

**EVALUATION METHOD:** Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

**HOW TO APPLY:** You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet. To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

**TO USE THE NAVY ONLINE RESUME BUILDER (preferred method):** Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

**TO REUSE YOUR CURRENT RESUME:** Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) Click on "APPLICATION EXPRESS"

button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

**TO E-MAIL RESUME:** Email to [wantajob@ne.hroc.navy.mil](mailto:wantajob@ne.hroc.navy.mil) . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

**TO MAIL RESUME & ADDITIONAL DATA SHEET:** Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

**NOTE:** Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

**NON-MERIT FACTORS:** Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

**The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.**

**The Department of the Navy is an Equal Employment Opportunity Employer**